

CAMS CPCS Overview

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Chapter 1 CPCS Overview

The Commerce Purchase Card System (CPCS) was developed as part of the Commerce Administrative Management System (CAMS) effort to reconcile and control purchase card purchases and improve the recording of financial, procurement, and property information. NOAA must account for purchase card transactions in accordance with applicable rules and regulations.

CPCS is a web-based component of CAMS. Benefits from CPCS include more accurate and prompt recording of Bankcard financial transactions through the use of electronic Bankcard statements which eliminate paper-based processing and reporting. Although transaction data is currently loaded on a monthly basis, CPCS does have the ability to receive Bankcard transaction data on weekly intervals if NOAA elects to do so.

CPCS allows Procurement, Property, Finance, and auditors to review Bankcard purchases to ensure that items purchased are authorized, prices are competitive, and orders are not split to bypass single purchase limits. Additional benefits include the ability to statistically sample transactions/purchases and select a representative sample of bankcard sales drafts and other receipt documents for post payment examination.

1.1 Bankcard Process

This section summarizes the bankcard process. Cardholders place orders with the vendor(s) and record the information on their order log. The log includes the purchase date, vendor, description, amount, received date, and accounting information (organization, project, task, object class). Cardholders are responsible for maintaining their order log and supporting documentation (statements, receipts, etc.) required for audit purposes.

Upon receipt of the statement from the charge card provider, cardholders are responsible for reviewing the statement for accuracy and matching to their order log. CPCS provides an automated mechanism for the reconciliation process. For any disputed transactions, cardholders must contact the vendor to resolve the dispute; credits are usually reflected on the next statement.

If the dispute is not resolved by contacting the vendor, cardholders need to complete a Cardholder Statement of Questioned Item form and submit it to the Citibank Disputes in South Dakota via fax to 605-357-2019. Cardholders remain responsible for disputed items.

Approving Officials are responsible for bankcard activity for their cardholders. Approving Officials review bankcard transactions, ensure that the appropriate ACCS is charged, and approve the transactions. CPCS provides an automated approval process which allows Approving Officials to drill down to details for each transaction. Approving Officials can deny transactions that require corrective actions by the cardholder; if there are questions regarding a purchase, the transaction is returned to the cardholder for justification or further action.

1.2 CPCS Functionality

The CPCS component of CAMS allows you to record, monitor, track, and control all activities related to bankcard transactions. The CPCS provides a multi-user environment, by using the Internet, which allows multiple users to access data at the same time. This is a web-based application which provides point-and-click functionality, navigator menu trees, and drop-down menu bars. A series of transaction and query screens enables you to maintain an order log and reconcile transactions.

The CPCS is integrated with the CAMS Core Financial System (CFS) for the payment of Purchase Card invoices. The CPCS has the capability to distribute a transaction to multiple accounting classification codes and accommodate adjustments to the Accounting Classification Code Structure (ACCS), after transactions have been disbursed.

CPCS functionality includes capabilities for cardholders to maintain an automated order log, electronically match and certify purchases, record applicable ACCS/property information, and an automated process for resolution of improperly billed items. Group Administrators and Initiators can also be established if needed. Group Administrators can reconcile transactions for cardholders.

Initiator functionality provides an additional level of review between and cardholder/group administrator and the approving officials. CPCS provides electronic notification to approving officials of documents awaiting their actions. Other functionality includes proxy reconciliations, user-defined approval routing, re-routing for approval, and special approvals for such things as personal property and training.

Detailed procedures for cardholders, group administrators, initiators, and approving officials are included within the individual sections of this documentation. Certain sections apply to all CPCS users, while other parts pertain only to the cardholder, group administrator, or approving official role.